



Cheltenham
Community Centre

31ST ANNUAL REPORT

For the year
January to December
2016



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2017 Annual General Meeting Agenda

To be held – Wednesday 3rd May 2017 commencing at 12:15pm.

1. Welcome
2. Apologies
3. Minutes of previous Annual General Meeting – 28th April 2016
4. Presentation of reports
 - a. Board
 - b. Manager
 - c. Treasurer – audited financial reports
5. Appointment of auditor
6. Election of Board of Governance
7. Presentation
8. Conclusion

Minutes of 2016 AGM

Cheltenham Community Centre
Held on 28th April 2016, 12.00pm

Present:

Cr Geoff Gledhill, Cr Rosemary West, Cr Ron Brownlees, Ray Davis, Arna O'Connell, Alla Hopkinson, Noel Boyd, Bill Moss, Miharuru Hajinikitas, Judith Haskins, David Brooker, Steve Strange, Diane John, Tammy Rowed, Donna Lomagno, Liz Grigg, Kim Pettigrew, Anni Chambers, Ali Street, Carolyn Urquhart, Bev Boyd, Anne Spoelder, David John, Di Mossenton, Trish Smyth, Sonya Law, Rebecca Harvison, Lynne Pocknee, Leora Ewing, Shauna Rockford, Chitra Samarakone, Megan Dwyer, Sarah Andrews, Oksana Flyessa, Asiya Koca, Sara Levav, Darya Puidokas, Xu Zhang, Antigoni Kotsera, Suphanida Nara, Oxana Reade, Harpreet Kaur, Vyacheslav Snitkovsky, Joan Farrer, Nadia De Gregorio, Elaine Milne, Rita Ying, Wendy Margan, Lyn Varley, Joan Griffin, Edna Ortell.

1. Welcome

The President Noel Boyd welcomed everyone to the AGM of the Cheltenham Community Centre. He acknowledged the traditional owners of the land and welcomed distinguished guests.

2. Apologies

Tim Richardson, MP, Bridgit Gardner, Matt Cutler, Pam Gates, Chris Darcy, Wendy Hiam, Robyn Downie, Cath Darcy, Emma Robinson, Kelly Saunders, Pablo Salina, Bronwyn Mann, Manager and staff of Highett Community Centre.

Noel also acknowledged an apology from Bess Drummond who has a long history with CCC dating back to the centre's beginning 30 years ago and was on a former governance committee for many years. Bess has always maintained a keen interest in the activities of the centre but was unable to attend today due to poor health.

3. Minutes of previous Annual General Meeting - 6th May 2015, 12pm

Minutes of the Annual General Meeting held 6th May 2015 were confirmed on the motion of David John, seconded by Judith Haskins. **Passed.**

4. Presentation of reports

(a) Board report by President – Noel Boyd

Noel thanked the staff, volunteers and Board members for their passion and commitment to CCC.

He congratulated our Manager for her tireless work at CCC and for expanding relationships with other centres.

Noel highlighted the professionalism of the CCC staff with positive comments from the government auditor during the recent audit required to retain our registration as a Registered Training Organisation, in order to continue delivering accredited English learning programs.

Noel acknowledged the government bodies and City of Kingston who support us and offered heartfelt thanks to our various sponsors from local businesses and community organisations.

He also mentioned that we are celebrating our 30th year of providing services to our community as CCC was launched in 1986.

(b) Manager's report – Arna O'Connell

Arna welcomed those attending the AGM.

Arna then thanked all the staff of CCC, Board of Governance and amazing volunteers for their contributions during 2015. A special acknowledgement went to Di John who has been a volunteer for 13 years and received Senior Citizen of the Year Award in 2015. Judith Haskins was also thanked for her help in preparing for our RTO audit. Judith has been a volunteer for 15 years. Cathy and Roy Gale were mentioned for the many hours spent updating the CCC website, setting up our wireless internet connections and on-line booking system, which have all been greatly appreciated.

Arna thanked all our partners (listed below) for funding, support and development of policies to enhance the wellbeing of the community:

- * ACFE, DHHS, AMES and DEECD
- * Southern Community Church of Christ
- * City of Kingston
- * Bayside City Council
- * Sandybeach Centre
- * Mordialloc Community Centre
- * Pharmacy First, Cheltenham
- * Beaumaris Rotary
- * Kingston and Districts Netball Association
- * Buxton Real Estate

Retaining our registration as a Registered Training Organisation after the audit process during 2015 has been a notable achievement and is confirmation of the dedication and professionalism of our staff. We are now the only non-profit RTO in the City of Kingston.

We look forward to our partnership with Sandybeach Centre to investigate ways to improve efficiencies in our marketing, compliance and IT systems.

Our Soul Café has been a great success and complements our adult language courses by providing students with opportunities to put their new language skills into practice in a supportive and friendly environment.

In 2015 Childcare provided care to 100 families each week. We have continued to provide a wide range of activities with 265 enrolments in Adult Education in 22 classes. Our Netball teams had 121 players and there were 205 enrolments in netball skills programs.

Arna introduced Chitra Samarakone who has been part of the Childcare team for over 23 years. Chitra spoke of the early days in the original red brick neighbourhood house, where one concern was the playground being right next to the carpark. She has fond memories of the early days but has enjoyed all her time at CCC. She has also enjoyed seeing the centre grow and all the improvements to the childcare facilities.

Noel Boyd then introduced the slide show celebrating the 30th year of CCC serving our community.

(c) Treasurer's report – Ray Davis

Ray Davis presented the Treasurer's report. He advised it was a challenging year which ended in a deficit of \$20,315 although highlighted that total net assets of \$142,336 show we are still in a good position. He also stated that a surplus in 2016 is achievable with better financial outcomes from adult education and improvements in childcare attendance so far this year getting us off to a better start.

Ray Davis moved and Steve Strange seconded acceptance of Treasurer's report: **Passed.**

Acceptance of total report: moved by Anni Chambers, and seconded by Bill Moss: **Passed.**

5. Appointment of Auditor

Ray Davis moved that Kidman and Partners be appointed as auditors for 2016, seconded by Tammy Rowed: **Passed.**

6. Election of Board of Governance

Noel Boyd moved acceptance of a motion that six general member positions on the CCC Board be opened for nominations; seconded by Tammy Rowed: **Passed**

David Brooker conducted elections for the Board of Governance and introduced those nominating for positions on the Board.

Nominations for Office Bearers:

Noel Boyd : President

Sonia Law : Secretary

Nominations for general members of the Board were received from Steven Strange, Judith Haskins, Bill Moss, Megan Dwyer, Sarah Andrews, Oksana Flyessa.

All nominees were declared elected.

Noel Boyd thanked Board members for volunteering and expressed his sincere appreciation for the work of retiring Executive members of the Board Ray Davis and Alla Hopkinson.

7. Conclusion

The meeting was formally closed at 1.05pm and was followed by a light meal in our Soul Café, prepared by students from CCC ESL courses.

Message from the Board

Noel Boyd - President

At Cheltenham Community Centre 2016 was a busy and challenging year but a very satisfying one, resulting in excellent outcomes.

Our Board

Our Board of Governance follows a community-based model with CCC members electing the Board's composition each year. The Board is responsible for good governance and planning, and is accountable for funds received to support our programs.

The AGM in May 2016 witnessed an appreciation and farewell to some departing Board members and the election of four new members (one of whom later had to withdraw for personal reasons). Two of our new members accepted Executive roles and the team of seven did excellent work, actively participating in meetings, contributing to discussions and decisions, and completing additional tasks for the Board in their own time. The Manager's monthly reports to the Board on progress to achieve our strategic goals have always been clear and comprehensive, significantly aiding Board considerations of issues and future planning.

During 2016, Board members participated in informative webinars, Kingston training workshops, regional forums and networks connected with the neighbourhood house sector, and attended briefings on the many changes and developments affecting the sector. Additionally, two joint meetings were held between the Boards of CCC and our partner, Southern Community Church of Christ (SCCC), and members assisted in our own events at Cheltenham, such as the Multicultural Festival of Creative Arts, Biggest Morning Tea and the Children's Festival. All these events are drawing increasing attendances each year which is a tribute to the work of everyone involved in organising them.

I would like to thank members of the Board for their support during this past year, enabling my role as President to go so smoothly.

Our Partnerships

We continue to enjoy an enviable working relationship with Southern Community Church of Christ, in the use of the Church's facilities and in their co-operation with CCC in adapting spaces to cater for our growing activities. We also appreciate the major contribution SCCC has made in running joint events over several years.

We have maintained an active connection with other community organisations, joining in special occasion events and opportunities to share experience and community-centred goals. Our partnership with Sandybeach Centre in programs focussed on marketing and compliance is particularly valued and developing, as is the ongoing youth leadership program run in conjunction with Mordialloc Community Centre.

Expressing Our Values

Cheltenham Community Centre continues to demonstrate an attitude of caring, not just serving, towards those who come through our doors. This has been acknowledged on many occasions by our centre's members and visitors.

Celebrating our 30th birthday year in 2016 provided a chance to stop, reflect and appreciate the long line of dedicated members whose loyalty and care (from our beginnings as an open-door friendly

program of SCCC) have continued to nurture and maintain the vision and developed the welcoming family-style ethos that has led us into this new era. I believe CCC has become a significant entity within the not-for-profit sector, contributing to community strengthening within our local area. Our annual Board/senior staff strategic planning day and preparation of annual reports both provide times to assess our organisational performance against strategic plans and then showcase our contribution to the Cheltenham and neighbouring communities.

Our Centre is a member of Neighbourhood Houses Victoria (NVH) which has grown over the past 40 years to around 400 centres throughout Victoria, each providing activities relevant to its location. The neighbourhood house sector is robust and developing and CCC values the networking opportunities participation in NHV provides. We have always been aware of the unique role of community centres and we are committed to the importance of listening and learning to maintain relevance in our work with and for our local community. We seek to encourage, support and enable the development of skills and expertise within CCC's membership and to build confidence through a range of programs and positive experiences.

Our Staff

Over several years I have witnessed the progressive growth of our centre and the friendliness, passion and professionalism of its staff and volunteers. They embody an ethos that has continued over the years and is still very much alive and well. It is particularly pleasing that we have never wandered from our mission and values and that this has ensured an enjoyable and successful 2016. We are proud that our maintenance of a fine standard of compliance has been recognised.

In 2016, CCC joined the majority of neighbourhood houses in Victoria by becoming a signatory to the new Neighbourhood Houses and Adult Community Education Centres Collective Agreement ensuring appropriate employment conditions for all our hard-working employees.

I have nothing but praise and admiration for the dedication and skills of our Manager and staff and the wonderful volunteers who make it all happen.

Our Supporters

I would like to express the Board's appreciation to our wonderful sponsors including Beaumaris Rotary, Health Metrics, Pharmacy First and Buxton Real Estate without whose generous support and encouragement CCC's work would be restricted. Likewise, our thanks go to DHHS, ACFE, NHV, AMES and Kingston Council who continue to offer so much in financial support, training opportunities and information dissemination, enabling CCC to meet the needs of local people.

In Closing

I am confident Cheltenham Community Centre will continue to be a welcoming, caring community that enhances the lives of all who are involved and helps makes our theme "Reach Your Potential" a reality for many.

Thank you

Noel Boyd, President of the Board of Governance



On behalf of the Board of Governance

Board of Governance 2016



L to R:

Judith Haskins, Megan Dwyer, Oksana Flyessa, Sarah Andrews, Noel Boyd, Bill Moss, Steve Strange

Noel Boyd - President

As a member of Victoria Police I was active in many different community involvement programs, together with sporting, youth leadership, Scouting, YMCA, church activities and programs for Seniors. I was on Southern Community Church of Christ's Board for many years and helped establish the group Southern Travellers, driving and conducting tours.

Having retired from the CCC Board several years previously, I returned in 2014. With the wide-ranging and exciting developments that are occurring in the Neighbourhood House sector I have found the role of President to be a challenging but immensely stimulating time.

Sarah Andrews - Vice-President

I have extensive multifaceted marketing experience in a variety of industries, including the corporate and the not-for-profit sectors. My business marketing and applied economics degree, along with my skills in research, fundraising and marketing communications, have helped support CCC in seizing opportunities and utilizing untapped potential.

In the past year I have enjoyed working with like-minded people who are passionate about giving back to the community. I have gained a better understanding of governance and have worked with the Board and staff to contribute productively and positively to strengthening the Cheltenham Community Centre.

Bill Moss - Treasurer

For many years I worked with computer data-bases in several large Australian and New Zealand organisations. Having enjoyed developing new ways to store and access information, I wanted others to have the chance to develop their passions, make new friends and gain new skills. I have worked as a volunteer with a computer class at CCC and on the Board.

I have loved the opportunity to help this Community Centre as it helps people gain new ideas. Through my involvement I have developed new friendships. I look forward to continuing with CCC for some time to come.

Megan Dwyer - Secretary

I am a Project Manager in the Investments Department of a large industry superannuation fund, recently changing careers after working over 15 years in the maritime industry, most of that time working for a big mining company. These roles have helped me appreciate the importance of governance.

My election to the CCC Board in 2016 followed a search for a volunteer position that would enable me to contribute my professional skills to my community. I have enjoyed working with a board and management team that share my values and look forward to contributing further.

Judith Haskins - Member

Volunteering has always been a way for me to help others using my welfare, adult education and business qualifications and experience gained in an extensive and varied work-life. In addition to Board membership, volunteer ESL tutoring and assisting at festivals at CCC, I am active in several other community groups in the Kingston area.

I have appreciated the opportunity as a member of the Board to share in its not-for-profit governance role - vision-setting, strategic planning and ensuring sustainability - as it supports the continuing valuable service the Centre offers to people in our community.

Steve Strange - Member

As CEO and founder of Health Metrics and with computing and law qualifications I have a passion for technology and innovation. My years of experience have served to develop a business acumen which I have been keen to apply to my membership of the CCC Board.

I first joined the Board in 2014 in order to contribute my experience and the skills I have gained in organisational and project management and strategic development to the work of CCC as it serves the local community and I hope to continue in this role.

Oksana Flyessa - Member

I am Greek-Ukrainian and came to Australia a year ago. Enrolling in advanced English certificate classes at CCC helped me to adjust to life here while seeking employment in my profession as a pharmacist. I am now undertaking a pharmacy internship with a retail chemist company.

Being on the Board has helped me feel more involved in my new community. I believe my experience as a migrant and as a student at the Centre has added to the Board's understanding of the needs of people coming here to live and how CCC can meet those needs.

Footnote: At the 2016 AGM, Sonia Law was also elected to the Board but for personal reasons had to withdraw after only a short period.

Our Staff for 2016

With collectively over 60 years of experience in the community sector the team has again put in tireless efforts in bringing CCC into the next phase.



Arna O'Connell
Manager



Rita Ying
Finance



Donna Lomagno
Marketing, Events,
Administration



Liz Grigg
Compliance



Tammy Rowed
Childcare
Holiday Activities
Recreation
(Recreation from April 2016)



Anni Chambers
Adult Education



Ruth Parker
Netball
Inspire U
project



Kim Pettigrew
Volunteers
Recreation
Customer Service
(Recreation to April 2016)
(Customer Service
April-November 2016)
(Volunteers Jan-Nov 2016)



Diane John
Customer
Service



Lindsey Mineff
Customer
Service
Soul Café
Coordinator
(Until April 2016)



Miharu Hajinikitas
Customer
Service
Soul Café
Coordinator
(From April 2016)

Our Teachers and Instructors for 2016

Art & Recreational Instructors	Carolyn Urquhart Rita Madou Yi Jimmy Rigby Arna O’Connell Joan Griffiths Wanna Frukhtman Geraldine Smith Lindmila Smelyanskaya Naki Khan	Nicole Kemp Michelle Harrison Diane John Victor Punnusamy Sheyenne Potts Owen Barnes Jiang Tao Mirrin Keefe Ruth Parker
Adult Education Teachers	Jenny Martin Nicola Cullen Bethea Woods Sally Potter Tricia Watts Claudia Keast Priya Paranthaman	Anni Chambers Sara Boratav Poonam Sondhi Nadia De Gregorio Anna Holden Nancy Kavanicolas Andrea Wilkins
Adult Education – Administration	Joy Tang	
Child Care Staff	Chitra Samarakone Taya McCarthy Kathy Brown Shannon Foster Melissa Martino	Tammy Rowed Cynthia Richards Kerrie Ellingsen Leanne LeeAck Melek Kurou
Holiday Activity Coordinators/Assistants	Tammy Rowed Melissa Martino Ruby Martin Sam Amos	Mirrin Keefe Heidi Amos Casey Norman
Project Work	Inspire U <i>(with Mordialloc Community Centre)</i> CAIF Partnership <i>(with Sandybeach Centre)</i>	Ruth Parker Liz Grigg Caroline Giblin Mia Barnes

Our Volunteers for 2016

Children's Program Instructors	Ewa Mazur Fiona He	Jenine Martino
Holiday Activity Program Volunteer Leaders	Kelsie Petkovic Michelle Johnston Chelsea Bowen Gaby Hunter Thembelihle Khumalo	Jeslyn Scott Lisa Tu Nick Jones Chloe Ivers
Website & IT systems Support	Cathy Galey	Roy Galey
Adult Education Volunteers	Sevda Cetmiyilmaz Bill Moss Rosemary Elvey Caroline Weetman	Jane Townsend Sharon Donnelly Judith Haskins
Administration Volunteers	Fabienne Beaman Diane John	Philippa Bishop
Students & Work Placement	Rosemary Elvey Tracey Allsop	Eamon Murphy
Netball Coaches	Arna O'Connell Ruth Parker Liz Mackay Sarah Golding Mandy Holt Catherine Freeney Greg Proc	Rachelle Anstey Colin Hicks Rachael Dickinson Rachel Isles Julie Nadj Joanne Williams Maryann Calabrese
Junior Coaches	Jacinta Dainty Georgie Tierney	Molly Nadj Annabelle Brown
Netball Team Managers	Sharon Forsyth Sally Buckingham Abby McKay Rebecca Ross Lisa Stewart	Claire Mason Julie Kondos Alison Forest Bronwen Petterson Julie Nadj Dianne Wain
Netball Fundraising Administrators	Toni Corbyn Katrina Frampton	Monique Poppelaars
Soul Cafe	Amal Fathelbab Miharu Hajinikitas Antigoni Kotsera Nguijen thi Cham Wanna Fruhktman Xian Guo Anan Wu Nurmalia	Margareta Videll Liudmyla G Jiang Tao Luis Alberto Arana Cachay Lucy Bi Sangsom Sae Yang Cham Nguyen
Customer service and/or Administration	Anna Wu Fernanda Famas	Andreea-Elena Patu Candice Jenkins
Other volunteer roles	Judith Haskins Zachary Dimstrov Carmel Carey	Graeme Farr Dinda Lagita

Manager's Report

Arna O'Connell - Manager

This was the first year in our 2016-2019 strategic plan cycle. It was a great start to actioning a plan that is responsive to community needs, looks at growing infrastructure and resources for the community to access, and strengthens organisational relationships in the broader community. Our staff team, volunteers and Board of Governance can be proud of the teamwork, commitment, and passion they continued to contribute to CCC in 2016. They uphold the mission of CCC with values that ensure CCC is welcoming, warm and encourages a sense of belonging for people in our community.

The Cheltenham Community Centre mission is to:

- provide learning opportunities that enable people to fulfil their aspirations;
- be a place where each individual's abilities are valued and enjoyment is found in shared interests;
- be accessible and inclusive;
- uphold the rights and interests of people within its community;
- act as a pathway between people and services; and
- be responsive to identified community needs.

The values we believe in are:

- innovation and creativity;
- organisational vitality and growth;
- responsiveness;
- leadership;
- people emphasis;
- communication;
- integrity;
- participation;
- commitment; and
- competent people.

It is important that we work together with "partner organisations" in the community to ensure CCC is aligned and connected to a bigger picture. We work with the City of Kingston to help deliver Council's vision, corporate objectives, priorities and strategies. We work with and are supported by Southern Community Church of Christ through the sharing of facilities, joint community projects, shared services, and plans for the future. We are also very grateful for the funding support and development of policies to support the wellbeing of community from:

- Adult, Community and Further Education Board (ACFE)
- Department of Health and Human Services (DHHS)
- Adult Multicultural Education Services (AMES)
- Department of Education and Early Childhood Development (DEECD)

Our goals for 2016 and the actions and achievement for each goal provide a summary of the year at CCC.

Cheltenham Community Centre - Goals

CCC and its Community	Programs and Activities	Funding	CCC Team	Facilities
CCC aims to play a vital role in engaging with and improving the quality of life of its local community.	Programming aims to reflect current trends and market demand, so as to engage people in their community through participation in recreational, social, healthy, cultural and educational activities as they progress through different stages of life.	CCC aims for financial sustainability today and for the future.	CCC aims to ensure the calibre of staff and Board members is the best it can be to serve CCC and its community.	CCC aims to ensure appropriate facilities are available to support ongoing and expanding activities and programs for the community.

CCC and its Community

Aim: To work together with the broader community to strengthen delivery, increase quality, and broaden opportunities for community participation.

Partnerships and Relationships

In 2016 we worked with :

- Southern Community Church of Christ
 - * festival coordination
 - * customer service provision
 - * facility maintenance and improvements
 - * World Wednesday Lunch program
- City of Kingston
 - * funding support
 - * training opportunities
 - * networking
 - * organisational support
- Community House Network
 - * membership on Board of Governance
- Sandybeach Centre
 - * ACFE Capacity and Innovation Fund (CAIF) project (Partnership for Access – best practice and marketing)
- Mordialloc Community Centre
 - * Engage youth leadership project, second year of joint project “Inspire U”
- Pharmacy First Cheltenham
 - * health promotions for the community
 - * funding support through community grants (shadesail for Childcare outdoor play area)
- Kingston and Districts Netball Association
 - * networking relationship with our CCC Bolts Netball Club and FunNet netball skills programs
- Sponsors
 - * Beaumaris Rotary – funding support for Children’s Festival
 - * Buxton Real Estate - funding support for CCC Bolts Netball Club
 - * Health Metrics – funding support for CCC Bolts Netball Club
 - * Crocs Play Centre – free passes for CCC Bolts Netball Club



David Brooker (SCCC); Geoff Gledhill, Ron Brownlees, Tamsin Bearsley (City of Kingston); Tammy Rowed (CCC) at the Children’s Festival 2016.

Profile in the Community

Aim: To increase local knowledge about community programs, activities, social engagement, how to be involved and access opportunities for community connection.

In 2016 our free community Events, Functions, and Celebrations were:

- Multicultural Festival of Creative Arts – Sunday 20th March
- Annual General Meeting – Wednesday 28th April
- Cancer Council Biggest Morning Tea – Wednesday 25th May
- Children’s Festival – Saturday 15th October
- Seniors’ Month – October
- Soul Café – thirteen World Wednesday lunches

Marketing and advertising developments in 2016 included:

- Improved CCC semester brochure with rate of letterbox distribution increased to quarterly
- CCC Facebook page (1071 ‘likes’ increased to 1300 ‘likes’)
- Promotional display at Westfield in Neighbourhood House week
- Promotional display at Holmesglen Institute of TAFE Volunteer Expo
- Promotional display at Mentone Hub for Seniors month
- New wall signage (front of church building)
- New Council directional signs for CCC
- Adult Learners Week promotional campaign



Westfield promotional display



Adult Learners Week promotion

Programs and Activities

Aim: To reflect current trends and market demand so as to engage people in their community through participation in recreational, social, healthy, cultural and educational activities as they progress through different stages of life.

Adult Education

CCC met its adult education aims in 2016 with:

- a team of 14 teachers over the year
- fantastic volunteers assisting in many classes
- funding contracts with ACFE, AMEP, HESG
- registration with the VRQA (Victorian Registration and Qualifications Authority) five accredited courses and ten pre-accredited courses

(For more details see the Adult Education report)



Childcare

In 2016 the centre provided:

- 3 year old Activity groups
- Pre-Kinder groups for 2 to 4 year olds
- three and five hour sessions for six weeks to 5 year olds, and
- enrolled over 149 children from more than 100 families

The program was achieved with:

- a team of seven qualified and experienced carers
- a great educational program - “Brainastics” - for the 3-year old Activity groups
- second year of funding support from the new National Occasional Care Programme through the Department of Education and Training
- maintenance of registration as a “Limited hours Type 2” service with DEECD (Department of Education and Early Childhood Development)

(For more details see the Childcare report)



Recreation

The year 2016 saw:

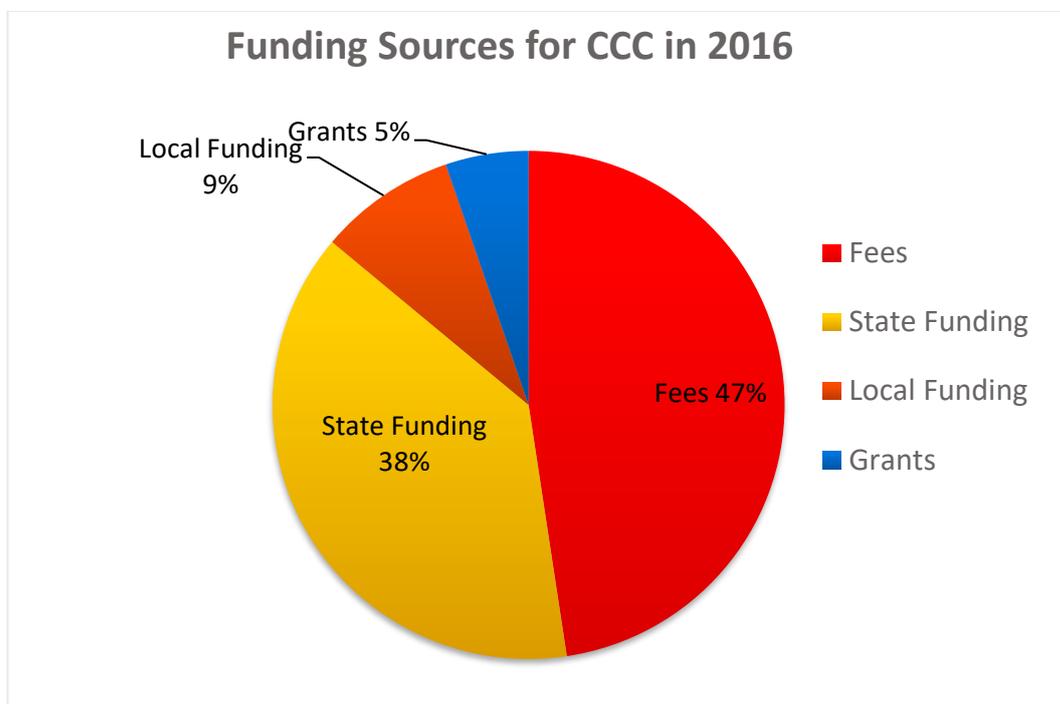
- on average, 23 recreation classes run each week in which 175 people participated
- a Holiday Activities program for primary school children during the school holidays, with over 300 enrolments in each two-week holiday period
- holiday activity sessions for 3 to 5 year olds in the school holidays
- growth of the CCC Bolts Netball Club in its third year – with 15 teams in season 1, and 17 teams in season 2 and an average of 133 players for the year
- continuation of the beginner netball skills programs (FunNet) with an average of 31 children participating each week with 2-3 programs on offer every week
- NEW “Cooking with Culture” workshops
- NEW “Cooking with Maths” classes for children
- NEW Chinese-speaking Playgroup
- increased participation in Beginner Yoga classes.

(For more details see the Recreation, Holiday Activities and Netball reports)



Funding

Aim: To ensure funds are available to sustain CCC this year, next year, and in the future, and increase access and equity for members of our local community who are looking to “reach their potential” with CCC.



Successful Grant Applications in 2016

Our grant applications and successful funding increased our capacity to deliver quality programs for the community.

	Programs/Projects	Grant Funding Source
1	Partnership for Access – Best Practice and Marketing (with Sandybeach Centre)	ACFE - Capacity and Innovation Fund (CAIF 8 grant)
2	Netball equipment and Netball Coach Development	Sporting Club grants – Sport and Recreation Victoria
3	Marketing Adult Education programs in the community	ACFE Delivery Support Grant
4	Children’s Festival	Kingston Children’s Week grant
5	Children’s Festival	Beaumaris Rotary
6	Marketing Adult Education	ACFE Delivery Support grant
7	Multicultural World Wednesday Lunch program	Australia Post “Our Neighbourhood” grant
8	Multicultural Festival of Creative Arts 2017	Kingston Council Quick Response grant
9	Chapel classroom and community space	Bank of Melbourne with ANHCA

CCC Team

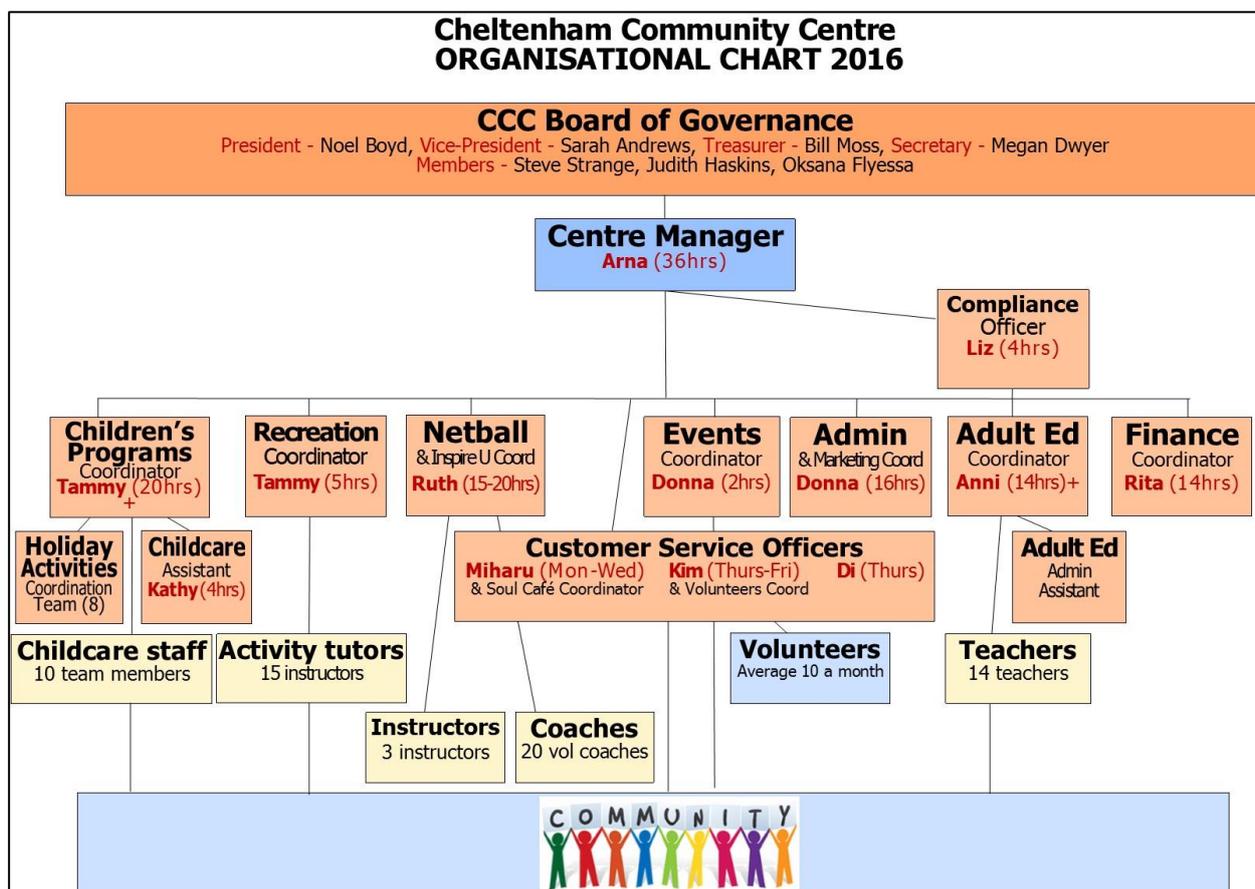
Aim: To provide good governance, a strong team culture and commitment to continuous improvement that will ensure a well-managed and effective organisation.

Team Development

- Regular staff team meetings
- Staff re-structure in customer service and recreation roles
- Appointment of Miharu Hajinikitas in Customer Service and World Wednesday Lunch program coordinator
- Appointment of Liz Grigg for ACFE CAIF joint project: Best Practice project officer
- Appointment of Caroline Giblin by Sandybeach Centre for ACFE CAIF joint project: Marketing Project Officer
- Project work by Mia Barnes for “Inspire U” project
- Recruitment for new Board of Governance members
- Staff and Board Planning Days for 2017 Business Plan, and review of CCC Strategic Plan
- Staff annual reviews
- Staff, Board, and volunteers team Christmas function

Professional Development

- ACFE Regional Forums
- DHHS Forums
- ACFE Conference
- HESG forum
- ACFE pathways and marketing workshop



Volunteers

Active, confident, and resilient communities are created through volunteering. People who volunteer feel involved, connected, and empowered through volunteering.

Volunteer roles in 2016 included:

- Board of Governance members
- Customer Service and Administration assistants
- Holiday Activities leaders
- Broadband for Seniors tutors
- Adult education teaching assistants, and administration assistant
- Music for Tots parent leaders
- Recreation instructors
- Website development and updates assistant
- Graphic designer
- Event/Festival helpers
- World Wednesday Lunch crew
- Netball coaches, team managers and administrators

Student placements:

- one student from Brighton Secondary College
- eight students from Sandringham College
- two students from Kilbreda College

Work for the Dole placements:

- Tracey: Customer Service and Administration

(For more details see the Volunteers report)



Inspire U project volunteers



World Wednesday Lunch volunteers

Facilities

Aim: To ensure facilities are safe, accessible and fit-for-purpose for today's community, and for future community needs.

The Facilities Working Group (CCC and SCCC) met twice during the year to develop facility maintenance plans, to plan for immediate facility priority needs, and to determine long-term facility development.

Use of facilities

- Revamp of SCCC library for multi-use including office workstations.
- Use of Cheltenham Hall, facilities at Cheltenham Secondary College, and various other schools in Kingston area.
- Investigation and grant application for expanded use of SCCC's "Chapel" space. Successful grant application to Bank of Melbourne through Australian Neighbourhood Houses and Centre's Associations Public Fund – ANHCA. Works scheduled early 2017 to transform the space into a usable adult education classroom area and available for additional community activities and programs.

Adult Education Report

Annella Chambers – Adult Education Coordinator

Aims:

- to provide high quality accredited and pre-accredited programs to members of our local community, and
- to provide life-long learning that is an access point for adults to learning in their local community, is a focus on individual needs of learners, and provides socialisation into Australian culture.

In one of our strongest years yet, we had 290 enrolments in our Adult Education department, reflected in an increase in both class sizes and in class offerings.

Classes

At the beginning of 2016, the conversation and grammar classes were combined to form a skills class where students were able to consolidate more 'everyday' language skills including writing, pronunciation, day-to-day verbal interactions and the ever-important grammar.

For the first time in several years an evening class was introduced to the timetable at the start of second semester. Conversation class on Monday evenings was offered to meet the needs of those students who were working, parenting, or otherwise occupied during the day.

A second Course in Preliminary Spoken and Written English class was added as our numbers continued to grow at this level. Because this class is almost entirely made up of Chinese-speaking students we continue to ensure that we have a Chinese-speaking volunteer assisting the tutor. In March, the computer room was set up with new computers and more workstations. This was in response to an increase in popularity of all areas of computer studies. We wanted to be able to increase class sizes as well as ensure that the equipment and software were as relevant to our learners as possible. The popularity of computer classes resulted in a second iPad course being added during the year.

Other classrooms used by CCC were also upgraded with new furniture to improve facilities for students and staff alike.

Wider Learning

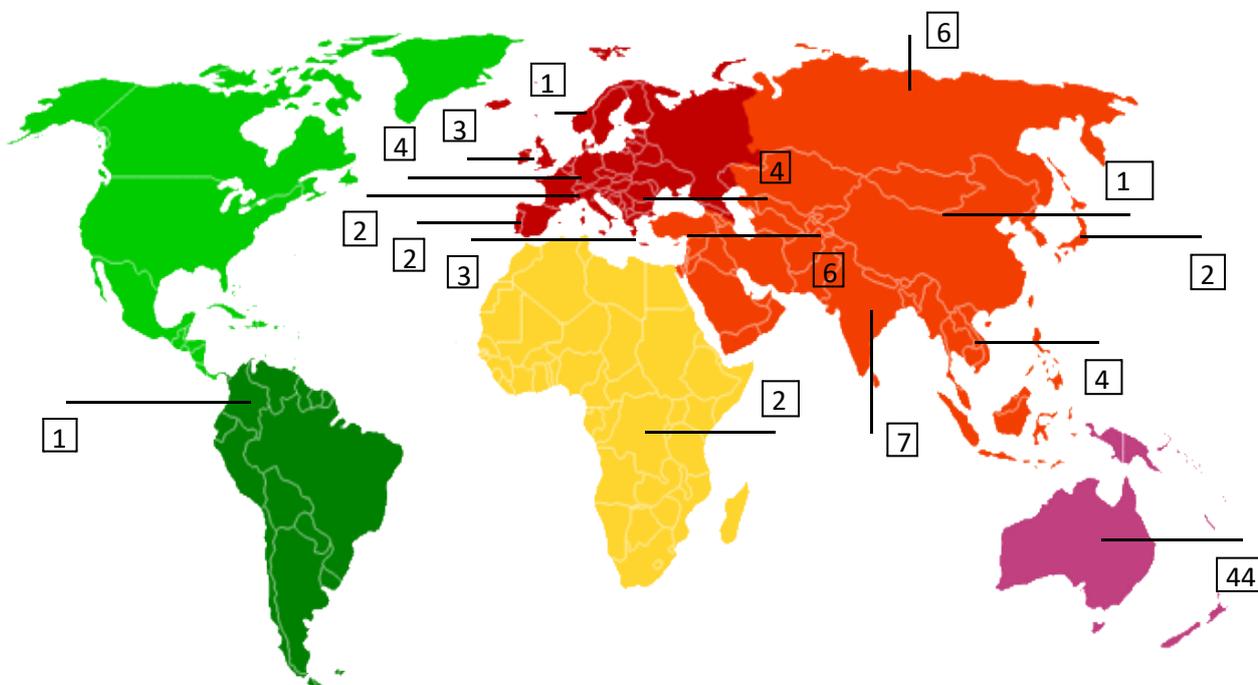
We continued to find great ways to help our class participants learn about Australian society and the way of life here. Royal Lifesaving Victoria delivered an excellent presentation to our students on the role of a Lifeguard, beach and waterway safety, water safety signage and the Sun Smart message. Cheltenham Pharmacy First had CCC students visit the pharmacy to explain information regarding Medicare, the Pharmaceutical Benefit Scheme, private health insurance and other services Australian pharmacies offer.

Soul Café continued to be a well-loved and supportive way for our language students to be more involved in the CCC community and to use their growing fluency in English as other patrons of the Café come from the surrounding area.

The end of the year culminated with our annual certificate ceremony celebrating the achievements of over 50 Certificate in Spoken and Written English students and more than 70 students studying in pre-accredited courses.

A Multicultural Community

The Multicultural Festival of Creative Arts was an opportunity for adult education students to showcase their cultures by wearing national costumes and helping to prepare food for tasting. It was also a chance to learn about other cultures. As in past years, in 2016 CCC students came from many national backgrounds:

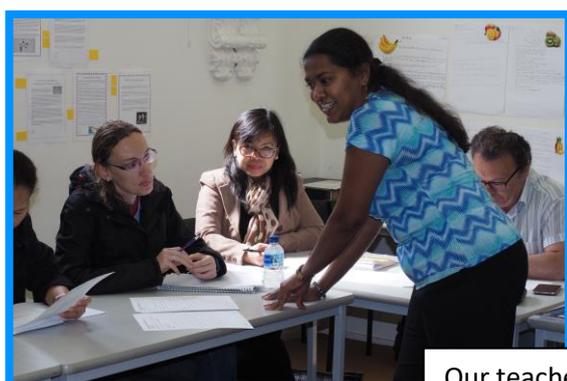


Note: many students are enrolled in multiple classes

Adult Education Staff

Accredited	
ESL preliminary	Poonam Sondhi Claudia Keast
ESL 1	Sara Boratav
ESL 2	Annella Chambers
ESL 3A & 3B	Anna Holden Nancy Karanicolas

Pre-accredited	
Literacy for Living	Sally Potter
Improve your Reading & Writing	Jenny Martin Andrea Wilkins
Grammar, Conversation, and Writing Skills Level 1	Sara Boratav Nadia De Gregorio
Grammar, Conversation, and Writing Skills Level 2	Annella Chambers
Grammar, Conversation, and Writing Skills Level 3	Nadia De Gregorio Nicola Cullen
Conversation	Tricia Watt Andrea Wilkins
Beginner computers/ Computers the Next Step/ iPads, Tablets and More	Bethea Wood Priya Paranthaman



Our teacher Priya with students in class

Soul Café Report

Miharu Hajinikitas – Soul Café Coordinator

Aim: To offer people, particularly those who speak English as an additional language, the opportunity to:

- *make friends*
- *practice their language skills*
- *become more confident*
- *learn new skills they could use in the work force*
- *have a safe place to share their culture and experience the culture of others*
- *belong to a community, particularly for those without a social network.*

This has been a successful year for World Wednesday Lunches by Soul Café. Each month different national dishes have been featured – Thai, Egyptian, Japanese, Mongolian, Ukrainian, Chinese, Peruvian – and the Café served a variety of foods to many people at the Multicultural Arts and Children’s Festivals.

At Wednesday Lunches we now serve good-sized meals for a \$5 donation which has brought even more customers, increasing from around 30 at the beginning of the year to over 80 at our special festival-of-food lunch in December.

Several new volunteers joined our team this year and relationships get stronger each time we work together in the kitchen. For some of us it is like a second home where we can laugh and talk about our families.

With new funding we received the program will expand to operate every second Wednesday in 2017 to prepare more delicious meals for all our Café supporters.

The following national cuisines will be featured in the months ahead: Thai, Egyptian, Japanese, Mongolian, Ukrainian, Chinese, and Peruvian.



World Wednesday Lunch volunteers and work experience students

Childcare Report

By Tammy Rowed – Childcare Coordinator

Aim: To work to fulfil the right of children and their families to child care services of high quality, by providing a safe learning environment where parents feel confident in their decision to entrust their children to our care.

CCC runs several childcare programs:

- Family Grouping Care programs which cater for children of between 6 weeks and 5 years of age
- Pre-Kinder programs for children aged between 2 and 4 years
- An activity group, which caters specifically to 3 year old children
- One-off occasional care sessions.

There is a quality team employed at the centre and they all enjoy their job. This enthusiasm flows through to the interactions with the parents and children. In turn this helps create a warm and inviting setting and a great program that children enjoy and in which parents feel comfortable to leave their children.

One of the major issues regarding enrolments of children is that often parents require extra hours. This is when we lose children to Long Day Care. On the other hand, CCC's care programs work perfectly for parents who are working short hours, or who need some time out or to attend appointments, and for socialisation for their child. As there are not many facilities like CCC's still in existence, this puts us in a niche market.

Enrolment numbers were on the rise for 2016. The strong marketing plan which began in August 2015 continued through into 2016 and was a key to the increase in numbers for the year. We realised the importance of being proactive rather than reactive and will continue to market right throughout each year, even when numbers are good.

The overall program stayed the same for 2016. It worked well and met the needs of parents whose children were attending the centre. The program will remain the same for 2017 and bookings were taken from October 2016 for 2017. By the end of 2016 we were at around 80% capacity.

Activities in 2016

Many special occasions are organised throughout each year.

The first is a Mother's Day afternoon tea for all the pre-kinder and 3 year old kinder classes. Mums are invited to have some afternoon tea and join in fun activities with the children.

Usually for Father's day there is a BBQ for the pre-kinder children and a breakfast for the 3-year-old groups. This year we decided to hold a pancake breakfast on a Saturday morning with two sessions, one for the 3-year-old groups and one for the pre-kinder children. The Saturday timeslot meant that many more families – including dads – were able to attend. We started with pancakes in the foyer and finished with a play in the childcare area.

Special occasions arranged each year also include Easter egg hunts, dress up days and lots of other fun activities for the children.

At the end of the year all the pre-kinder and 3-year-old groups participate in a Christmas concert, where all the families are invited to come and watch. These events are tailored according to the group. The 3-year group on a Tuesday performed their version of "Room on a Broom". The other groups did singing concerts and mini parties. A fun Kids Space party was held to celebrate the end

of the year. Santa was unable to make his usual appearance but an Elf and the gingerbread man were able to bring the presents and say hello!

The Childcare Team

Staff attended First Aid Training again in 2016 as it is a compulsory element for childcare. Meetings are arranged with professionals throughout the year in relation to children at the centre, such as speech therapists, occupational therapists, and hearing specialists. These professionals not only provide useful information about the child they are seeing, but also generalised information we can use within the centre.

All staff members engaged in continuous improvement of our programming process. This has involved supporting staff who were less confident and finding a system that works for the team as a whole. All childcare staff also completed an online e-learn module in 'Protecting Children-Mandatory Reporting and other Obligations for the Early Childhood Sector'.

We started the year with a trainee, Melissa Martino but during the year she decided that childcare was not for her and left to pursue other avenues. A decision was made to cap numbers and not replace her to avoid rushing into employing someone new but to wait and find the right person.

A Huge Thank-You

A very special thank you goes to Kellie and the team at Pharmacy First in Cheltenham. She has been wonderful in providing the centre with an Epi-pen that we need every year. These pens expire and cost \$100 each so it is a significant contribution.

The Working Bee could not be successful without the help of so many people so a big thank-you to:

- the Pho family for their donation of sand
- the Buksh and Yang families for their donations of Bunnings vouchers
- the Lackmann, Jones and Lord families for sending their dads, who did a tremendous job cleaning the garden; we really rely on all the wonderful families to assist on days like this and appreciate what they do for the centre
- all the staff who turned up to work on their weekend off
- a special thank-you to Taya's son Finn and Shannon's boys Sam and Taj, who also worked super hard on the day (and Shannon who came in to clean on her birthday!)

We have such an amazing team.



Holiday Activities Report

Tammy Rowed - Holiday Activities Coordinator

Aim: To offer quality activities in the school holidays for primary aged children that provide:

- *an opportunity for children to **learn new skills** and/or participate in an enjoyable activity in a relaxed environment;*
- *activities with an emphasis on **fun** so children have a positive community experience and are encouraged to participate in future activities at the Centre;*
- *an opportunity for children in the local area to **socialise and connect** with children of different schools and cultures in the community;*
- *a **safe, nurturing environment** for children so parents and children feel welcome and confident in their participation in the program and community;*
- *an **introduction to new activities for children** conducted at a local Community Centre; and*
- *a **workplace leadership experience** for students and young people over the age of 15 years.*

2016 marked our eighth year of school holiday programs, which continue to flourish. Melissa Martino coordinated the program until July when Mirrin Keefe, who had been assisting Melissa, took over the role for the September program and the future.

Ruby Martin, Heidi Amos, Casey Norman and Sam Amos joined the team to assist the coordinators throughout the year. As always, CCC had amazing volunteers and placement students whose assistance on the program is invaluable. Volunteers from Cheltenham Secondary College included Lisa, Thembelihle and Chloe.

Chelsea and Gaby from Mentone Girls Secondary College joined us for the September program, together with Philippa and Michelle, volunteers from within CCC. Federation University is another great source of volunteers (students on placements) and this year saw Nick involved in the program for 10 days in September.

During 2016, the 3 - 5 year old holiday program was resumed. This involved 5 hour activity based sessions for younger children, with themes such as science, dress-up, Easter, treasure hunt, messy play and teddy bears' picnic! Cynthia Richards from our childcare centre headed up the program, and was supported by our wonderful staff.

During 2016, we conducted Holiday Activity Programs over the following school holiday periods, with these enrolment numbers:

Month	Duration	Enrolments
January	5 days	164
April	9 days	301
July	10 days	405
September	10 days	329
December	3 days	84
TOTAL	37 days	1283

Activities included in-house days such as Movie Fundays, Science Days, and Easter Fundays, Spot of Art incursion with Jodi Helliwell as well as excursions to Werribee Zoo, Chesterfield Farm, Kids Space, and Taskworks. Each day is carefully planned so that it is action-packed keeping children engaged and busy throughout the day.

Recreation Report

Tammy Rowed – Recreation Coordinator

Aim: To provide affordable recreational programs that encourage participation in healthy, educational and socially connected lifestyles.

2016 saw our tried and trusted classes continue and grow. A few changes were implemented to keep up with community needs and recreational trends.

Adult Recreation Classes

Nicole Kemp continued her adult classes, Painting and Drawing and an afternoon Creative Art and Craft class. This session encouraged participants to work on their own creations under Nicole’s professional guidance and at times the group would find a collective passion for a project, such as paper making! Carolyn Urquhart’s Painting for Fun was attended by the regular cohort, who enjoy not only the art side of the session, but also the social aspect the class brings.

New workshops were trialed such as Drawing on the Right Side of the Brain, which was an interesting new class and was well attended. Crochet for Beginners was altered to a workshop format, as people found it easier to commit to one session rather than a series of sessions. Joan, who ran the workshop, is an amazingly patient teacher! She also ran our Gentle Exercise class, which encourages mobility and flexibility.

After many years, our Zumba classes finished in 2016. It was sad to see the class end as Jimmy (the instructor) and Carmel (who opened up and facilitated) were part of the CCC family.

Yoga with Rita went from strength to strength. It’s not hard to understand why when you see the passion Rita has for yoga, but for her students also. She is so dedicated!

Recreation Classes for Adults in 2016		Number of classes per week
1	Painting and Drawing	3
2	Zumba Gold	2
3	Zumba	2
4	Beginner Yoga	1
5	Intermediate to Advanced Yoga	1
6	Creative Arts & Crafts	1
7	Chi Yoga	1
8	Gentle Exercise	1
9	Drawing on the Right Side	1
10	Painting for Fun	1
11	Reflection and Meditation	1
12	Crochet Workshop	1 in 2016
13	Cooking with Culture workshops	5 for 2016

Children’s Recreation Classes

The past year has provided an opportunity to rethink the best way to deliver recreation classes for children. What were the needs? What was already being offered and were these gaps that needed to be filled? Cooking with Maths was a class that was derived from a need a couple of staff had to consolidate their grade 3 and 4 children’s maths skills. By learning maths through cooking, children are learning tangible skills in the kitchen while consolidating maths concepts, like fractions, money, measuring, and more.

Primary Colours, an art class for 6-10 year olds was continued by Diane John, who not only teaches the children art skills, but nurtures them along the way. The children build a lovely connection with Diane! Nicole Kemp’s art class for kids, Crazy Craft, was another ongoing favourite. We also ran Hip Hop, Kid’s Yoga, Soccer Tots and Dancing Tots!

Recreation Classes for Children in 2016		Number of classes per week
1	Music for Tots	2
2	Krazy Craft	2
3	Hip Hop Beginners	1
4	Dancing Tots	1
5	Primary Colours	1
6	Soccer Tots	1
7	Cooking with Maths	1
8	Kids Yoga	1
9	Chinese Playgroup	1

Planning Ahead

2016 was a year for change, both in staff and programming and a lot of good initiatives and processes were developed. The process of planning and implementing recreation classes, like anything else, is a journey of trial and error and is ever evolving. Seeing where the trends are and trying to stay a step ahead of the needs of the community are some of the challenges that we face.



Cooking with Maths program for Grade 3 & 4 students

Netball Report

Ruth Parker – Netball Coordinator

Aim: Netball programs at CCC aim to encourage children aged 5 years and over to learn netball skills, teamwork, and participate in the game of netball at any level, especially grassroots, to the best of their ability. We emphasise playing in a cooperative, sportsmanlike manner; enjoying friendships with teammates, and enjoying the competition of the game. Our focus is skill development, team participation, commitment, and a positive sporting experience.

FunNet Program

Skills program for 6-9 year olds

Our FunNet Program is a junior entry netball program that provides 6 to 9 year olds with the confidence of catching, throwing, running and having fun in a relaxed environment. It provides the best possible learning and playing experience before the child advances to playing a game of netball at a club.

Cheltenham Community Centre facilitated the FunNet program at three venues in 2016 for a total of 126 participants. This decrease in numbers compared to our 2015 program was mainly due to a change in FunNet instructors for the Wednesday program, in addition to many of the previous participants in the program progressing on to a team, which is the aim of the program.

- Monday – Mentone Primary School (MPS – outdoor court) at 3:45pm (5 week programs)
- Tuesday – Mentone Girls Grammar School (MGGS – indoor court) at 3:45pm (term 2 only)
- Wednesday – Cheltenham Secondary College (CSC – indoor netball courts) at 4:15pm and 5pm

			Term 1	Term 2	Term 3	Term 4	Total
Monday	3:45 - 4:30pm	MPS	12	16	8	11	47
	<i>(5 week taster program each term)</i>						
Tuesday	3:45 - 4:30pm	MGGS	N/A	22	N/A	N/A	22
	<i>(1 program in term 2 only)</i>						
Wednesday	4:15 - 5pm	CSC	14	-	16	12	42
Wednesday	5 - 5:45pm	CSC	7	8	-	-	15
Total Registration							126

Local business support

Crocs Indoor Play Centre once again provided a free entry pass for us to award each week at our programs for the “Star of the Week” participants.



CCC Bolts Netball Club

Netball teams for 8 year olds and over

CCC Bolts Netball Club reached 17 teams by Spring Season which ran from July to November 2016.

CCC Bolts Netball Club		
2016 Seasons	Autumn	Spring
Teams	15	17
Players	135	154

Highlights of 2016

- Five netball Grand Finals were won in 2016 - a major achievement for the club.
- 22 of our CCC Bolts Netball Club players were selected into Kingston Districts Representative Squads, which is the next level of competition for players with the ability to play and be developed at this association representative standard.
- All coaches attended accredited Netball Victoria courses during the year, which is a credit to them for the commitment and passion they invest to increase their coaching expertise and knowledge for the Club and our players.

Coaching Team

The success of CCC Bolts Netball Club would not be possible without the tireless efforts and support of our 28 coaches and team managers who conduct weekly training sessions and ensure that the girls are ready for a game every Saturday at Dales Park, South Oakleigh. These special people give up their time and expertise to represent the members of our club.

Volunteer Coaches

Arna O'Connell, Rachele Anstey, Ruth Parker, Sarah Golding, Greg Proc, Maryann Calabrese, Rachael Dickinson, Rachel Isles, Julie Nadj, Catherine Freeney, Liz McKay, Colin Hicks, Mandy Holt, Joanne Williams.

Volunteer Team Managers

Arna O'Connell, Sally Buckingham, Katrina Frampton, Abby McKay, Alison Forest, Mandy Holt, Dianne Wain, Lisa Stewart, Monique Poppelaars, Bronwen Petterson and Sharon Forsyth.

Junior Volunteer Coaches

To help meet the need for skilled recreational volunteers in the community we have continued with our junior development program. Two juniors have been mentored by Joanne Williams and Ruth Parker, and two juniors continued in a coaching role more autonomously this year as a continuation of their coaching experience, and were overseen by parents.

Junior Coaches: Jacinta Dainty, Georgie Tierney, Molly Nadj, Annabelle Brown

Netball Fundraising Administrators

Toni Corby, Katrina Frampton, Monique Poppelaars

Training Venues

CCC Bolts Netball Club was supported by local schools in the Mentone, Cheltenham and Parkdale area who provided valuable training venues for our players.

Local Schools: Mentone Primary School, St John Vianney’s Primary School, Mentone Park Primary School, Cheltenham Secondary College.

Fundraising Events

A netball club could not survive without the support of an amazing group of volunteers who helped with the:

- BBQ at Bunnings Mentone in August raised \$1500 (managed by volunteers Katrina Frampton and Monique Poppelaars)
- Chocolate Fundraiser raised \$2,000 (coordinated by volunteer Toni Corbyn)
- CCC Bolts holiday netball skills clinics for 8 to 11 year olds at Cheltenham Secondary College in April, July and September raised a total of \$856

Successful Grant Applications & Sponsorship

- Victorian Government Coaches Grant
- Buxton Real Estate Sponsorship
- Health Metrics Sponsorship



Events Report

Donna Lomagno – Events, Marketing and Administration Coordinator

Aim: Cheltenham Community Centre conducts events to:

- *build a sense of community and belonging with groups currently using the Centre, including multicultural students and their families, childcare families, holiday activity program families and recreational students and families; and*
- *increase awareness of the programs and activities the centre has on offer to the local community.*

Following the pattern of earlier years, in 2016 CCC held a number of events, including the Multicultural Festival of Creative Arts, Biggest Morning Tea, Seniors' Month and the Children's Festival.

Multicultural Festival of Creative Arts

The Festival was held on Sunday 20 March. It brought together members of the Centre and one of its partner organisations, Southern Community Church of Christ (SCCC), to celebrate their artistic abilities and cultural diversity.

The Multicultural Festival offered a range of activities and performances throughout the day, and was enjoyed by over 300 community members. Highlights included the Capoeira demonstration and workshop, (Capoeira is an Afro-Brazilian martial art and dance form), spectacular dance by the Bollydazzlers, Zumba with Jimmy, Chi Yoga with Rita, and the Russian Choir performance.

Among the activities and displays on offer throughout the day were:

- Artwork display including paintings, mosaics, sculptures, and photography
- Japanese traditional dress display
- Henna Art
- Kimono Wrapping
- Model Club display
- Southern Scrappers
- Children's activities such as origami, watercolour, mask-making, flag making, playdough, and the world globe with children and adults spotting their country of origin on the globe

Our talented ESL students cooked up a feast of food on the day, including delicacies such as: Eggplant Salad (Romanian), Fried Banana (Thai), Seafood Pancake (Japanese), Chocolate Cake (Greek), Chicken Satay Stick (Thai), Pumpkin Pie (American), and Strawberry Cake (Swedish).



Biggest Morning Tea

Our annual Biggest Morning Tea was held on Wednesday 25 May 2016 with more than 50 people attending to show their support in the fight against cancer. Those attending the event included ESL and Literacy students from CCC, volunteers, SCCC members and residents from the nearby Chesterville Retirement Village.

A total of \$330.90 was raised at this event for the Cancer Council.

Again our highest level English students (ESL 3) prepared the food, served tea and coffee and had an opportunity to practice their English with the people attending the Biggest Morning Tea. They were incredibly hospitable and warm towards the guests and many people commented on how friendly they were.

Entertainment this year was Tea Bingo and Tea Word Search. These activities were great at getting people laughing and interacting with each other during the morning tea. The Hearing Bus from Pharmacy First was on-site for consultations and hearing checks for those interested.

There were a number of businesses and volunteers that donated generously to our 2016 Biggest Morning Tea:

- Bakers Delight Cheltenham and Mentone, and Muffin Break Southland donated the morning tea
- Nadia and her ESL 3 students served morning tea, sold raffle tickets and welcomed guests
- SCCC provided their foyer space for this event
- Prizes for the raffle included:
 - Pharmacy First - gift basket
 - Garden World - \$50 voucher
 - Coles Southland - \$50 voucher
 - Collingwood Children's Farm - Family vouchers
 - Cancer Council - Mug



Seniors Month

In October, the Community Centre participated in City of Kingston's Seniors Month by providing one free class to our Zumba Gold, Chi Yoga and Gentle Exercise classes. This resulted in a number of new people trying these classes for the first time and new people joining the class on an ongoing basis.

Children's Festival

We seem to say this every year, but the 2016 Children's Festival was the most successful festival that we have held yet, with over 500 people attending the event.

This event, which is funded by the City of Kingston as part of National Children's week, continues to improve each year. In addition, \$1,500 in funding received from Rotary of Beaumaris has helped tremendously in delivering a quality event. The additional funding and the great team of volunteers make this a great day for the local community.

The weather was perfect and children were kept busy running from one activity to another. Popular activities on the day included the Chair-o-plane ride, Jumping Castle, Fire Engine Ride, Design your own Frisbee, Playdoh, Music for Tots, Max the Magician, Face Painters, Dancing Tots, Yoga for Kids, Scrapbooking, the World Globe, "Lil Busy Bodies" obstacle activity, and Childcare Open Day.



Volunteers Report

Arna O’Connell for Kim Pettigrew – Volunteer Coordinator

Aim: To provide valuable volunteering opportunities for people in the community, enabling them to gain experience, knowledge and skills that will increase quality of life through community contribution, clarify career direction or increase employability, and/or provide a pathway to study.

According to Volunteering Victoria the benefits of volunteering include:

-  **Happiness** Volunteers are happier, healthier and sleep better than those who don’t volunteer.
-  **Health** Sustained volunteering is associated with better mental health.
-  **Community** The experience of helping others provides meaning, a sense of self-worth and inclusion.
-  **Skill building** Over 85% of HR Managers look for volunteering on CVs. Volunteering helps people learn new skills and get ahead in the job market.

At CCC we can certainly attest to the fact that we would not be able to do what we do without the help and support of our fantastic volunteers.

Behind the Scenes

We have volunteers who work behind the scenes making all things possible on our website, online booking systems, online marketing, graphic design, governance of our organisation, proof reading, and policy reviewing....just to name some of the work that is vital to CCC’s success. Thank you to Cathy and Roy, Dinda, Zac, and our Board of Governance.



Festivals & Administration

Program delivery

Many of our programs are on offer to the community because of the amazing contribution of volunteers. Programs like Music for Tots, Chinese speaking Playgroup, our 17 team Netball Club, Holiday Activity programs, World Wednesday Lunches, Broadband for Seniors, Festivals, Inspire U project for youth and quality adult education classes. These all depend on volunteers and we thank them very much!



Holiday Activity Leaders

Administration and customer service

It is so worthwhile to have volunteers helping with administration and customer service. We really value the long-term commitment of volunteers such as Fabienne and Philippa, and love the energy that new volunteers like Candice, Fernanda, and Andrea brought to our Centre, in 2016.



Netball Coaches



World Wednesday Lunches



Inspire U Youth

Treasurer's Report & Financials

Bill Moss - Treasurer

2016 was a good year thanks to the efforts of our manager and staff. Their efforts enabled the Centre to finish the year with a surplus of \$423. The Adult Education Services and the Specific Purposes grants were the areas that were most helpful in attaining the surplus. The anticipated improvement in the Childcare funding was achieved and also contributed to the surplus.

Due to the dedication and continuing service of the staff, the 2016 provision for Long Service Leave was over \$50,000.

Overall, the results at the end of the 2016 financial year were:

Income	\$793,499
Expenditure	\$793,076
Surplus	\$423

CCC's Current Assets were \$282,807

Current Liabilities were \$140,470

Total Net Assets were \$142,337

CCC has sufficient assets to meet all its current financial commitments.

Debt to Equity ratio = 0.99

Working Capital ratio = 2.61

These ratios indicate that CCC is in a good financial position.

The budget for 2017 has been endorsed by the CCC Board, with an expected increase in the Centre's surplus.

Statement by Board of Governance

CHELTENHAM COMMUNITY CENTRE INC.
STATEMENT BY BOARD OF GOVERNANCE
AS AT 31 ST DECEMBER, 2016

The Board has determined that the Centre is not a reporting entity as defined in Statement of Accounting Concepts 1: Definition of the Reporting Entity, and therefore there is no requirement to apply accounting concepts or standards in the preparation of these financial statements. The Board has determined that this special purpose financial report should be prepared in accordance with those accounting standards and the basis of accounting outlined in Note 1 to the accounts.

In the opinion of the Board:-

- a) the income and expenditure statement and statement of cash flows have been drawn up so as to give a true and fair view of the results of the Centre for the year ended 31st December, 2016.
 - b) the balance sheet is drawn up so as to give a true and fair view of the state of affairs of the centre as at the 31st December, 2016.
 - c) at the date of this statement, there are reasonable grounds to believe that the centre will be able to pay its debts as and when they fall due.
2. The Cheltenham Community Centre Inc has during the financial year:-
- a) kept such accounting records as to correctly record and explain its transactions and financial position;
 - b) kept its accounting records so that true and fair accounts of the Centre can be prepared from time to time; and
 - c) kept its accounting records so that the accounts of the Centre can be conveniently and properly audited in accordance with the Associations Incorporation Reform Act 2012.
3. The accounts have been properly prepared by a competent person.

This statement is made in accordance with the resolution of the Board of Governance and is signed for and on behalf of the Board by:-



Chairman



Treasurer

Dated at Cheltenham on the 31st day of March, 2017

CHELTENHAM COMMUNITY CENTRE INC
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDING 31ST DECEMBER, 2016

	<u>2016</u>	<u>2015</u>
	\$	\$
INCOME		
<u>ESL and Literacy Income</u>		
ACFE Funding	110,110	101,485
ACFE Delivery Support Grant	5,000	7,907
Victorian Skills (HESG Vic)	11,197	12,537
AMEP - AMES	81,743	42,610
Course Fee - public	24,839	14,438
	<u>232,889</u>	<u>178,976</u>
<u>Child Care Income</u>		
Child Care Fee - public	169,499	144,584
Child Care Fee - YWCA	4,333	8,028
Occasional CC Funding - Dept of Education	14,708	14,439
Fund Raising	2,879	3,763
	<u>191,419</u>	<u>170,814</u>
<u>Programs Income</u>		
Holiday Activities Program	51,523	52,109
Adult Program	51,683	55,919
Children's Program	20,156	17,727
Netball Club	45,838	40,049
FunNet	8,501	17,002
	<u>177,701</u>	<u>182,806</u>
<u>Festivals and Events Income</u>		
Children's Festival	3,804	4,095
Multicultural Festival of Creative Arts	217	990
	<u>4,021</u>	<u>5,085</u>
<u>General Funding</u>		
Neighbourhood House Funding - DHS	81,300	82,238
Community (Triennial) Funding - City of Kingston	58,582	56,585
	<u>139,882</u>	<u>138,824</u>
<u>Specific Purpose Grants Income</u>		
Development Funding - City of Kingston	10,000	20,000
Community Grant - City of Kingston	2,345	12,500
Strengthening MultiCommunities - VMC	5,500	--
Bridge The Years - Bayside Council	--	1,818
InspireU Project - Mordialloc Community Centre	16,487	3,722
ACFE CAIF Partnership Grant - Sandybeach Centre	5,555	--
Multicultural Grant - Dept of Social Service	4,000	--
Work for the Dole - Workskills Australia	664	--
	<u>44,551</u>	<u>38,040</u>
<u>Other Income</u>		
Bank Interest received	3,036	3,400
General fund raising	--	441
Sundry Income	--	4,400
	<u>3,036</u>	<u>8,241</u>
Total INCOME	<u>793,499</u>	<u>722,786</u>

CHELTENHAM COMMUNITY CENTRE INC
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDING 31st December 2016 (Cont'd)

EXPENSES	<u>2016</u>	<u>2015</u>
	\$	\$
<u>ESL and Literacy Expenses</u>		
Salaries, Superannuation, Leave Expenses	162,986	133,320
Operating Expenses	7,500	6,771
ACFE Grant - Delivery Support Grant	3,525	2,272
	<u>174,011</u>	<u>142,362</u>
<u>Childcare Expenses</u>		
Wages, Superannuation, Leave Expenses	169,331	155,890
Operating Expenses	13,051	12,184
	<u>182,382</u>	<u>168,073</u>
<u>Program Expenses</u>		
Holiday Activities Program	32,933	43,905
Adult Program	48,786	57,840
Children's Program	15,743	15,177
Netball Club	35,629	37,509
FunNet	4,996	9,835
	<u>138,087</u>	<u>164,266</u>
<u>Festivals and Events Expenses</u>		
Children's Festival	3,125	3,416
Multicultural Festival of Creative Arts	3,022	487
	<u>6,147</u>	<u>3,903</u>
<u>Specific Purpose Grants Expenses</u>		
Development Funding - City of Kingston	1,270	8,040
Bridge The Years - Bayside Council	--	728
Unite Through Partners - Bayside Council	--	619
Community Grant - City of Kingston	2,110	--
Strengthening MultiCommunities - VMC	360	--
InspireU Project - Mordialloc Community Centre	16,487	--
ACFE CAIF Partnership Grant - Sandybeach Centre	5,566	--
	<u>25,793</u>	<u>9,388</u>
<u>Admin Salary, Superannuation, Leave Expenses</u>		
	<u>187,497</u>	<u>177,408</u>
<u>General & Administration Expenses</u>		
SCCC Facilities Contribution	12,000	12,000
General Maintenance	241	523
Advertising & Marketing	13,153	11,010
Photocopier Hire	2,490	6,791
Photocopier Usage	3,480	3,977
Stationery	1,522	1,794
Postage & Stamps	736	516
Cleaning	8,650	6,829
Security	782	1,054
Bank Charges	3,964	3,372
Insurance	1,544	1,502
Subscriptions & Corporate	1,152	1,599
Computer Software & Supplies	6,142	5,904
Computer Maintenance	1,709	200
Internet	1,080	676

CHELTENHAM COMMUNITY CENTRE INC
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDING 31st December 2016 (Cont'd)

	<u>2016</u>	<u>2015</u>
	\$	\$
Audit Fee	1,200	1,200
Sundry Expenses	394	76
	60,239	59,022
<u>Utility Expenses</u>		
Telephone	4,653	5,059
Electricity	3,202	3,142
Water	1,436	1,053
Gas	624	749
	9,915	10,002
<u>Depreciation of Fixed Assets</u>	9,005	8,674
Total EXPENSES	793,076	743,098
Surplus / (Deficit) for The Year	423	(20,312)

CHELTENHAM COMMUNITY CENTRE INC
BALANCE SHEET

AS AT 31st December 2016

	<u>2016</u>	<u>2015</u>
	\$	\$
<u>Non Current Assets</u>		
Fixed Assets	123,209	123,209
<u>Less</u> : Accumulated Depreciation	96,194	87,190
Total Non-Current Assets	27,015	36,019
 <u>Current Assets</u>		
Cash at Bank	244,589	217,351
Petty Cash	570	370
Debtors	87,109	17,614
Prepayments	7,218	11,452
Contribution to SCCC Renovation Project	--	--
Joint Venture Project - Labyrinth	--	--
Total Current Assets	339,486	246,787
 <u>Current Liabilities</u>		
Creditors	5,052	14,652
Payroll Accrual	9,656	7,994
GST Accrual	8,979	5,014
Provision for Long Service Leave	79,242	50,165
Provision of Annual Leave	9,616	--
Fees and Income Received in Advance	22,259	20,290
Grant Received in Advance	88,938	42,355
Total Current Liabilities	223,742	140,470
Net Current Assets	115,744	106,317
Total Net Assets	142,759	142,336

Represented By :

Accumulated Funds

Opening Balance as at 1 January	142,336	162,648
Surplus/ (Deficit) for The Year	423	(20,312)
Accumulated Balance as at 31 December	142,759	142,336

CHELTENHAM COMMUNITY CENTRE INC.
ABN 82 662 117 575

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 31ST DECEMBER, 2016

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following significant accounting policies have been adopted in the preparation of these accounts.

a) General

These financial statements are prepared for distribution to the members and for the purpose of fulfilling the requirements of the Associations Incorporation Reform Act 2012. The Board has determined that the Centre is not a reporting entity and therefore there is no requirement to apply the Accounting Standards in the preparation and presentation of these statements, except for those Standards that are prescribed in legislation.

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention and a going concern assumption. They do not take into account changing money values, or except where stated, current valuations of non-current assets.

The accounting reports have been prepared on the basis of recognizing in dollar value only assets and liabilities generally described as cash based.

b) Principal Activity

The Centre's sole activity is to act as the manager of a community educational, social and welfare recreational centre. The Centre did not carry out any trading activities during the financial year other than those incidental to the above activity.

c) Income Tax

No amount was required to be provided for income tax.

d) Employee Entitlements

The amounts expected to be paid to employees for their pro-rata entitlement to annual leave and long service leave (after 5 years of service) are accrued annually at current pay rates. Legislation has deemed that employees are entitled to pro-rata payment of long service leave after seven (7) years completed service.

e) Common Property, Buildings and Amenities

The common property is owned by the Southern Community Church of Christ.

As Cheltenham Community Centre Inc. is not the legal owner, no separate figure has been ascribed to the value of cost of the common property in the balance sheet.

Items of plant and equipment are expensed as incurred or depreciated over their expected useful life.

NOTE 2. LEASE COMMITMENTS

Lease commitments - photocopier

	2016	2015
	\$	\$
Amount Owing Under 1 Year	0	8,897
Amount Owing 1-2 Years	0	0
Amount Owing 2-5 Years	0	0
	0	8,897



CHELtenham COMMUNITY CENTRE INC

INDEPENDENT AUDIT REPORT
TO THE MEMBERS

Scope

We have audited the financial report, being a special purpose financial report of Cheltenham Community Centre Inc for the year ended 31st December, 2016. The Board of Governance of Cheltenham Community Centre Inc is responsible for the financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the Associations Incorporation Reform Act 2012 and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Board of Governance's financial reporting requirements under the Associations Incorporation Reform Act 2012. We disclaim any assumption of responsibility for any reliance on this report or in the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with accounting policies described in Note 1 to the financial report. These policies do not require the application of all applicable Accounting Standards and other mandatory professional reporting requirements

The audit opinion expressed in this report has been formed on the above basis.

Qualification

It is not practicable for us to audit all monies received prior to the initial entry of those transactions in the accounting records. Accordingly, the audit of those receipts was restricted to the amounts recorded in the accounting records from source receipt records.

Qualified Audit Opinion

In our opinion, subject to the effects on the financial report of the matters referred to in the qualifications paragraph, the financial statement presents a true and fair view, in accordance with the accounting policies described in Note 1 to the financial report, the financial position of Cheltenham Community Centre Inc as at the 31st December, 2016 and the results of its operations and its cash flows for the year then ended.

Kidmans Partners Audit Pty Ltd

KIDMANS PARTNERS AUDIT PTY. LTD.

John Petridis, Director

Date: 18th April, 2017

KIDMANS PARTNERS AUDIT PTY LTD - ABN 46 143 986 841

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List of Abbreviations

ACFE	Adult Community and Further Education
AMEP	Adult Migrant English Program
AMES	Adult Multicultural Education Services
ANHCA	Australian Neighbourhood Houses and Centres Association
CAIF	Capacity and Innovation Fund
DEECD	Department of Education and Early Childhood Development (Victoria)
DHHS	Department of Health and Human Services
ESL	English as a Second Language
HESG	Higher Education and Skills Group – Victorian Government of Education
NFP	Not For Profit
NHACE	Neighbourhood Houses and Adult Community Education Centres
NHV	Neighbourhood Houses Victoria
RTO	Registered Training Organisation
VET	Vocational Educational and Training
VTC	Victorian Training Guarantee



We are
a 5 minutes walk from
Southland,
or 10 minutes walk from
Cheltenham Railway Station.

FREE CAR PARKING
available at CCC.



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